# SMITH-CORONA TYPETRONIC

# SMITH-CORONA® TYPETRONIC™

**The first few pages of this book show how to start typing when using preset margins and tabs. For an understanding of where to find more information when needed, glance through the rest of the book. All operations and controls are explained in detail. All controls are identified on the diagram inside the front cover.**

**The instructions provided on the pull-out shelf under the keyboard of the TYPETRONIC serve as a quick and ready reference for everyday use.**


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Exercises are provided on pages 33-35 to build skills in correcting and in using the tabs.

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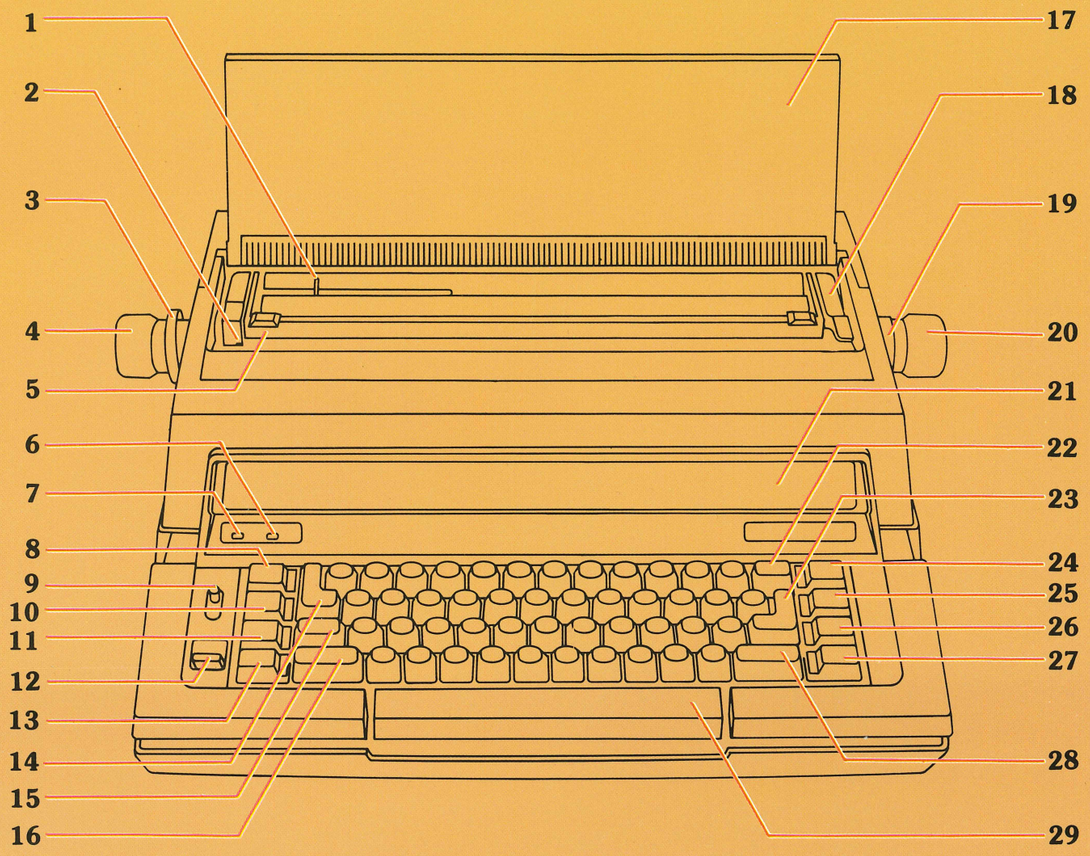
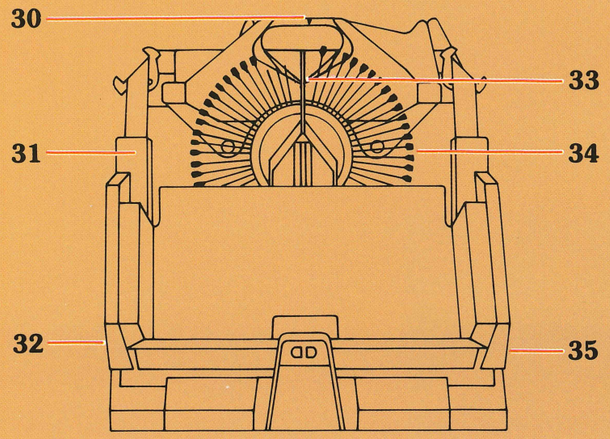


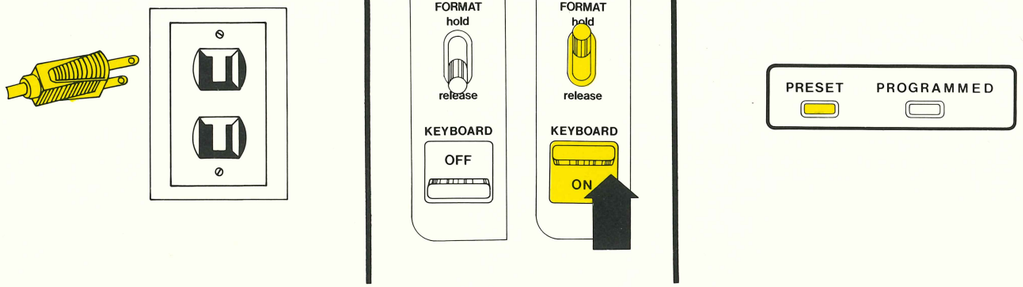

1. Paper Feed Adjustment Guide
2. Line Space Selector
3. Variable Line Spacer
4. Platen Knob
5. Paper Bail
6. Programmed Indicator Light
7. Preset Indicator Light
8. Margin Release Key
9. Format Button
10. Tab Clear Key
11. Tab Set Key
12. Keyboard Switch
13. Half Space Key
14. Tab Key
15. Lock Key
16. Shift Key
17. Paper Support Panel
18. Paper Release Lever
19. Page Gage
20. Platen Knob
21. Reference Window
22. Correct Key
23. Return Key
24. Back Space Key
25. Right Margin Key
26. Left Margin Key
27. Index Key
28. Shift Key
29. Space Bar



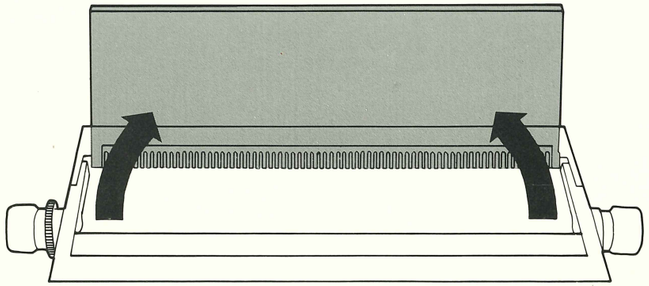

30. Print Point Indicator
31. Cassette Lever
32. Print Hammer Dial
33. Print Hammer
34. Printwheel
35. Impression Control

# How to Start Typing

● Plug in and turn on.

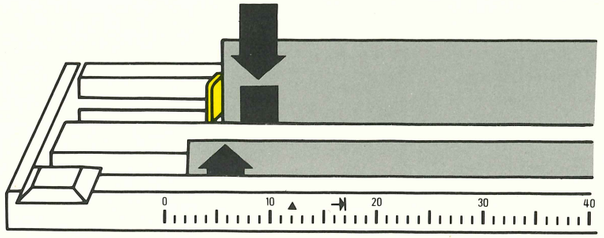



● Lift PAPER SUPPORT PANEL.

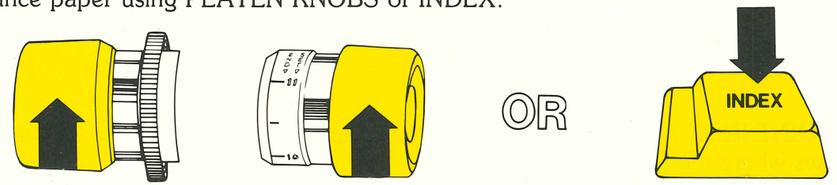




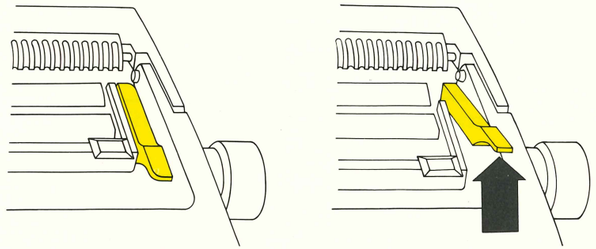
● Insert paper against PAPER FEED ADJUSTMENT GUIDE. Set at "0"



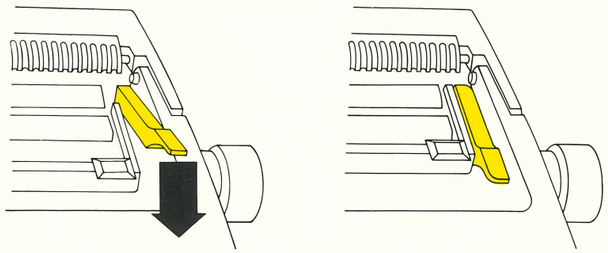

● Advance paper using PLATEN KNOBS or INDEX.




● To center or straighten paper, pull PAPER RELEASE up.

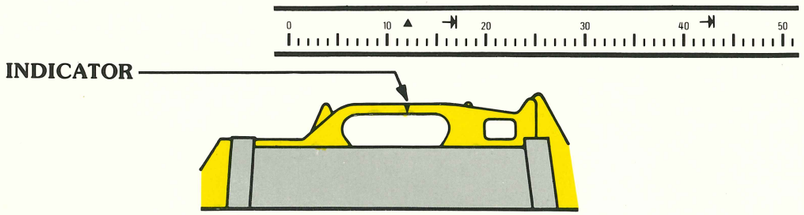


Push PAPER RELEASE down. This restores PAPER BAIL.



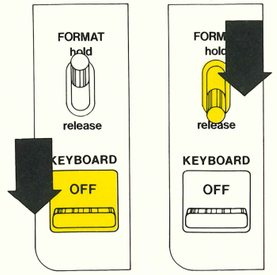


PRINT POINT INDICATOR has automatically moved to the left preset margin. This shows where the first character will type.

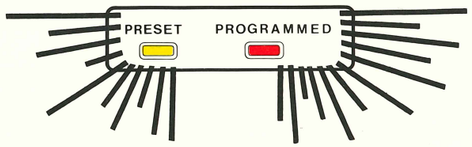





When typing is completed, slide KEYBOARD switch down to turn keyboard off. Then, slide FORMAT button down to turn power off. See page 8 for more details.



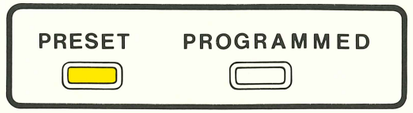

## FLASHING LIGHTS




**When light flashes, TYPETRONIC has received an instruction it cannot obey.**

**Touch SPACE BAR to stop flashing light. See page 17 for an understanding of the error.**

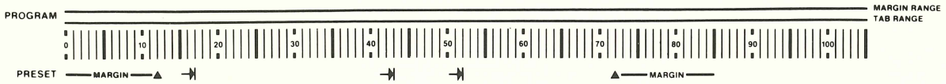
# Preset Margins and Tabs




**The TYPETRONIC has been designed with pre-established margins and tab settings. These can be used for routine typing on 8½ x 11 paper. The settings are in effect when the power is turned on. The PRESET yellow light shows this condition.**

- PRESET margins and tabs are indicated on the REFERENCE WINDOW. The red marker behind the REFERENCE WINDOW shows the position of the PRINT POINT INDICATOR.

### For PICA typewriters:



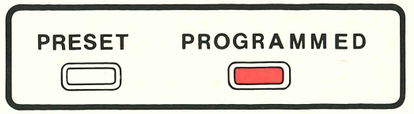

Left margin at 12.
Right margin at 72.
Tab at 17: a standard paragraph indent.
Tab at 43: the center of the writing line.
Tab at 52: signature position.

### For ELITE typewriters:

Left margin at 15.
Right margin at 87.
Tab at 20: a standard paragraph indent.
Tab at 51: the center of the writing line.
Tab at 63: signature position.



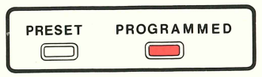
# How to Program Margins and Tabs




**When new margins or new tabs are set, TYPETRONIC changes from a PRESET to a PROGRAMMED condition. The red PROGRAMMED light shows this condition.**

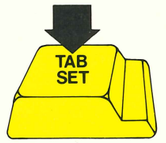
- **To program margins:**
  1. Position PRINT POINT INDICATOR at desired margin location.
  2. Press LEFT MARGIN (or RIGHT MARGIN).
  3. A "BEEP" sound confirms the new margin.
  4. Yellow PRESET light goes out.
  5. Red PROGRAMMED light comes on.

"BEEP"




- Changing one or both margins does not change preset tabs.

- **To program tabs:**
  1. Position PRINT POINT INDICATOR at desired tab location.
  2. Press TAB SET.
  3. A "BEEP" sound confirms new tab setting.
  4. Red PROGRAMMED light comes on (or remains on).




"BEEP"

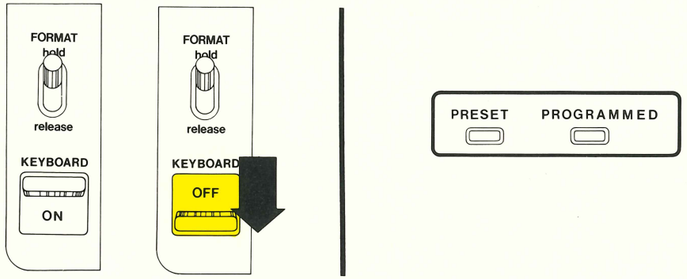
- Changing tabs does not change preset margins.
- All preset tabs are cleared when a new tab is programmed.
- 16 tabs may be set.

# On/Off Options

**To turn TYPETRONIC keyboard off and retain the programmed margins and tabs:**

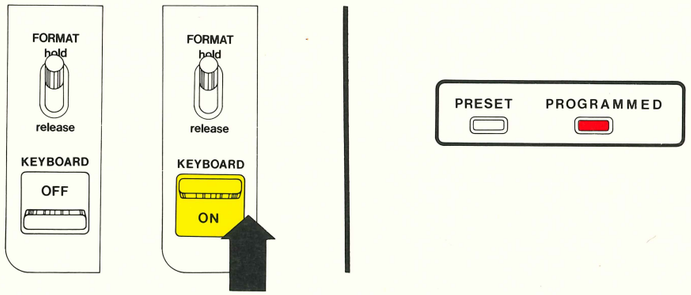
1. Slide KEYBOARD switch down.
2. Red PROGRAMMED light goes out.
3. PRINT POINT INDICATOR moves to "home" position.

■ Power remains on when FORMAT button is in "up" position.




**To resume typing:**

1. Slide KEYBOARD switch up.
2. Red PROGRAMMED light comes on.
3. PRINT POINT INDICATOR returns to typing position.

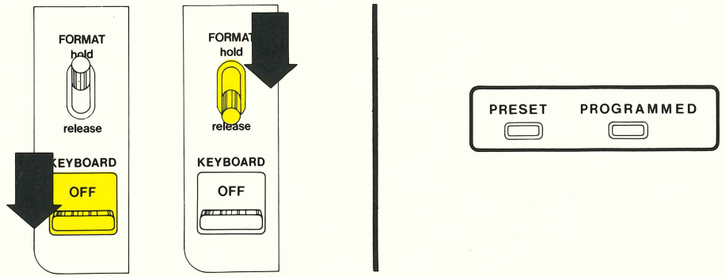





**To cancel the programmed margins and tabs:**

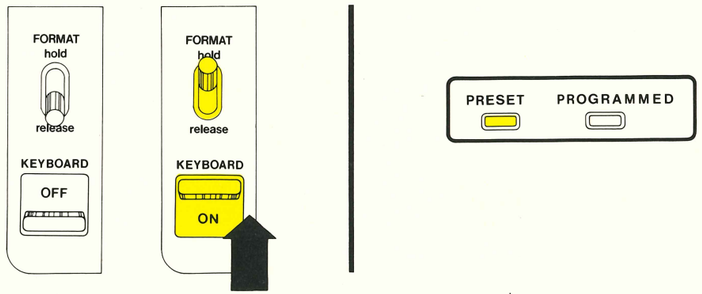
1. Slide KEYBOARD switch down.
2. Red PROGRAMMED light goes out.
3. PRINT POINT INDICATOR moves to "home" position.
4. Slide FORMAT button down.

■ Power is off when both KEYBOARD switch and FORMAT button are in "down" position.

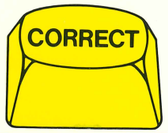



**To resume typing:**

1. Slide KEYBOARD switch up.
2. Yellow PRESET light comes on.
3. PRINT POINT INDICATOR moves to left preset margin.



# How to Correct




**TYPETRONIC remembers all characters typed in the last ten spaces and will automatically correct any or all of those characters. Characters beyond the ten-space memory are easily corrected with an extra step.**

**The CORRECT key can be depressed to two levels: shallow and deep.**

- To shallow-depress, use a light touch.
- When CORRECT KEY is shallow-depressed, there is **no machine response.**

**To remove any or all of the characters in the last 10 spaces (see shaded area):**

```
Now is the time for all giif
```

1. Deep-depress CORRECT.

2. Hold down to delete incorrect characters.

```
Now is the time for all g
```

3. Type the new characters in the spaces where the wrong characters have been deleted.



**To remove and correct only one character within the last 10 spaces (see shaded area):**

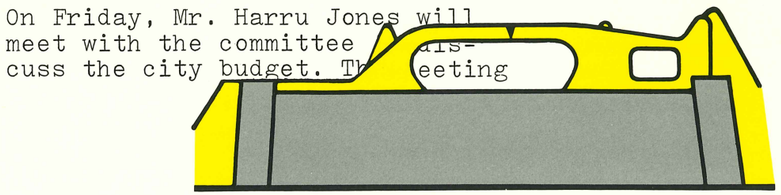
```
On Friday, Mr. Harru Jones
```

1. Backspace until PRINT POINT INDICATOR points to the incorrect character **"u"**:

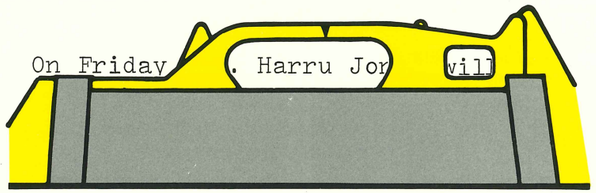
2. Deep-depress CORRECT with a **quick stroke.**

3. Type correct character **"y"**.
4. Press SPACE BAR to reposition PRINT POINT INDICATOR.
5. Continue typing.

**To correct a character that is not within the last 10 spaces or is on another line:**




1. Position PRINT POINT INDICATOR to point to the incorrect character.



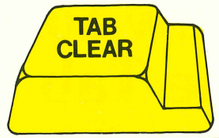

2. Shallow-depress CORRECT (no machine response) and then type the incorrect character **"u"**.

**SHALLOW-DEPRESS**

3. Type the correct character **"y"**.



# When to Use Tab Clear




**When PROGRAMMED light is on, use TAB CLEAR to remove tab settings.**

**TAB CLEAR can be depressed to two levels: shallow and deep.**

■ To shallow-depress, use a light touch.

**To remove all tab settings, deep-depress TAB CLEAR.**

**DEEP-DEPRESS**

"BEEP"

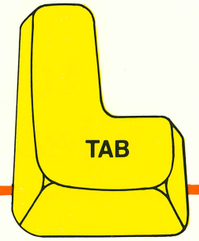
**To remove one tab setting:**

1. Position PRINT POINT INDICATOR at that setting.
2. Shallow-depress TAB CLEAR.

**SHALLOW-DEPRESS**

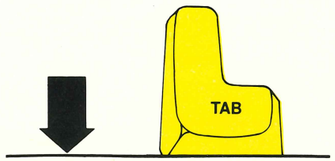
"BEEP"

# How to Use the Tab Key

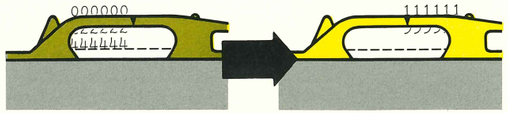



## FORWARD TAB

1. Shallow-depress TAB.
2. PRINT POINT INDICATOR will move to next tab setting.



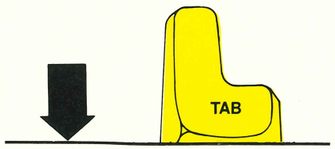

SHALLOW-DEPRESS



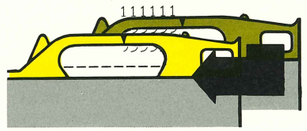

## REPEAT TAB AND LINESPACE

**To type items in one vertical column without returning to left margin, type the item and:**

1. Deep-depress TAB.
2. Paper will advance to next line of type.
3. PRINT POINT INDICATOR will return to same tab setting.




DEEP-DEPRESS



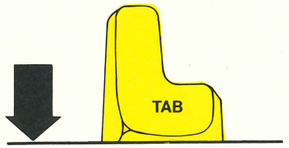



## *SPECIAL APPLICATION FOR STATISTICAL TYPING*

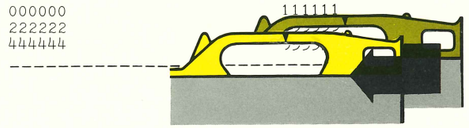
## REVERSE TAB

**To move backward to a previous tab setting and to the next line of type:**

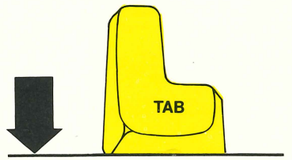
1. Deep-depress TAB.
2. Paper will advance to next line of type.
3. PRINT POINT INDICATOR will return to same tab setting. This is REPEAT TAB AND LINESPACE.



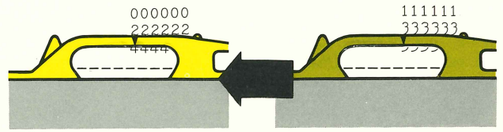

DEEP-DEPRESS




4. Shallow-depress TAB.
5. PRINT POINT INDICATOR will move in reverse to previous tab setting.



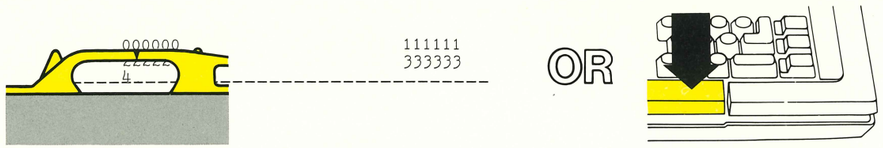

SHALLOW-DEPRESS



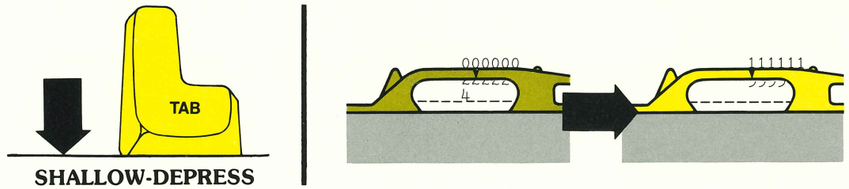

- This REVERSE TAB operation eliminates the need to return to the left margin and FORWARD TAB one or more times to reach the correct column.

## To FORWARD TAB after a REPEAT TAB AND LINESPACE or after a REVERSE TAB:

1. Type a character or press SPACE BAR.



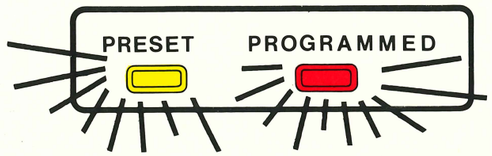

2. Shallow-depress TAB.




■ After typing a character, a TAB shallow-depress will always cause a FORWARD TAB.



## ■ When lights flash, the TYPETRONIC has received an instruction it can not obey.



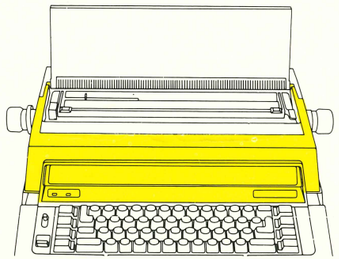

| The instruction was to: | The remedy is to: |
|---|---|
| Use deep-depress AUTOMATIC CORRECT feature when the 10 character memory is empty. | Press SPACE BAR. Follow the correction instructions for a character that is not within the last 10 spaces. See page 12. |
| REVERSE TAB at left margin. | Press SPACE BAR. Shallow-depress TAB key to forward tab. |
| Set right margin to left of the left margin (or left margin to right of the right margin.) | Press SPACE BAR. Replan margin settings. |
| Set a tab to the left of left margin. | Press SPACE BAR. Relocate margin or tab. |
| Set more than 16 tabs. | Press SPACE BAR. Clear any unnecessary tab settings. |
| Use a control key (except CORRECT, BACKSPACE, or INDEX) while holding down HALF SPACE key. | Release HALF SPACE key. Proceed with desired control. |

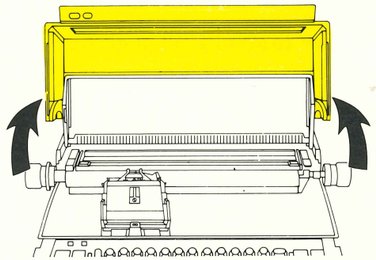
# How to Open Top Cover

**To gain access to ribbon cassette, printwheel, correction tape and impression control:**

1. Slide KEYBOARD switch down to turn keyboard off.
2. Lift cover.

- Programmed margins and tabs are retained.
- Power remains on with FORMAT button in "up" position.

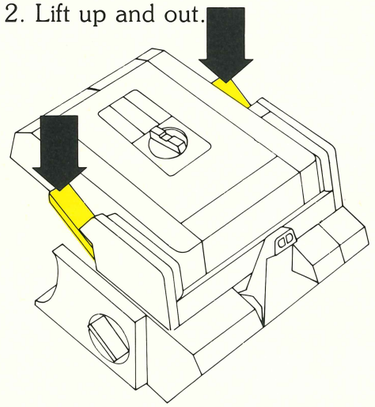


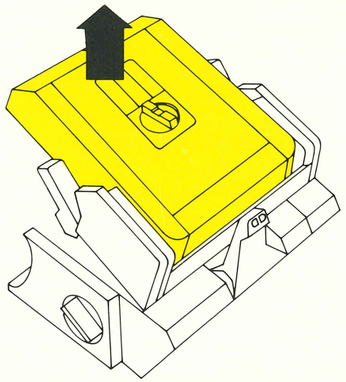


# Ribbon Cassette: Removing and Inserting

**To remove RIBBON CASSETTE:**

1. Press one or both levers at side of cassette.
2. Lift up and out.

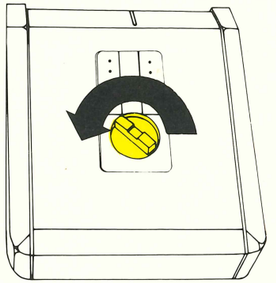




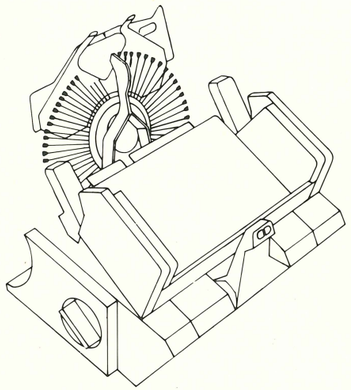


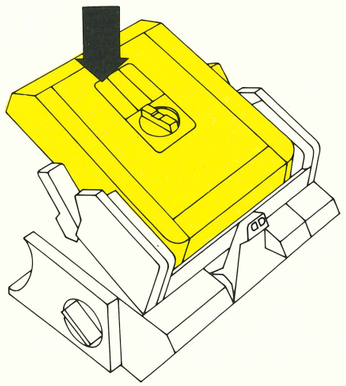
**To insert RIBBON CASSETTE:**

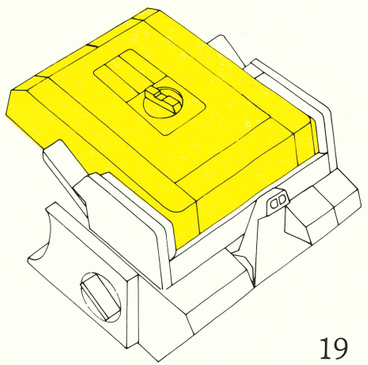
1. If ribbon is not tight, slightly turn dial on CASSETTE counter-clockwise.



2. Hold CASSETTE with ribbon toward PRINT POINT INDICATOR and dial on top.
3. Set into carrier.
4. Press down.
5. Ribbon slides between metal guides. (See instructions for cleaning ribbon guides on page 32).



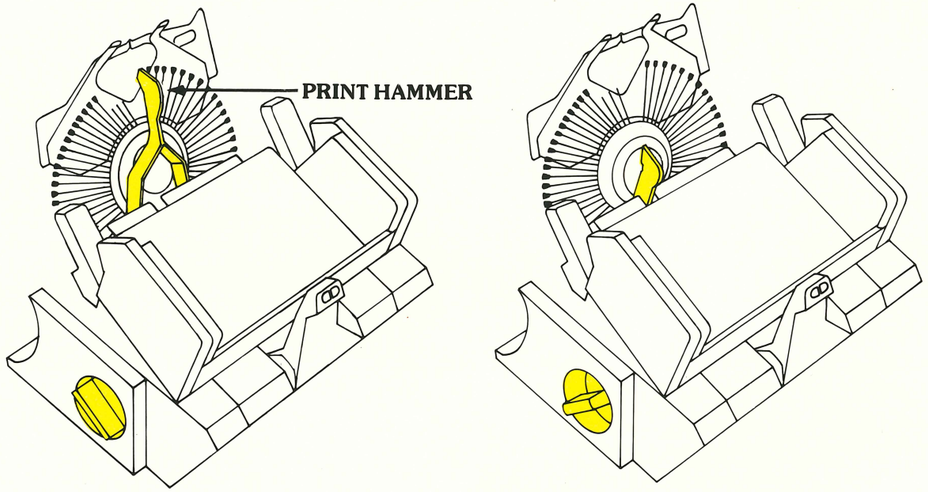




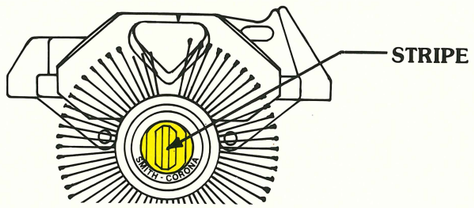
# Printwheel: Removing and Inserting

**To remove PRINTWHEEL:**

1. Remove CASSETTE
2. Locate chrome dial on left side of cassette carrier.
3. Turn dial clockwise to move PRINT HAMMER away from PRINTWHEEL.



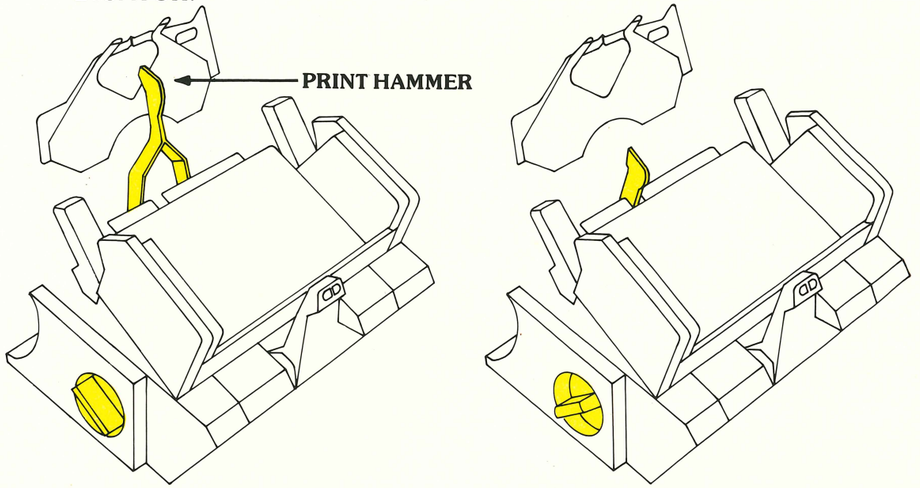

4. Grasp center of PRINTWHEEL at stripe; pull out.



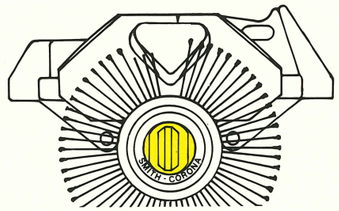



**To insert PRINTWHEEL:**

1. Remove CASSETTE.
2. Locate chrome dial on left side of cassette carrier.
3. Turn dial clockwise to move PRINT HAMMER away from PRINT POINT INDICATOR.




4. Hold PRINTWHEEL at center with opening at top.
5. Snap into place.
   - Opening at top is slightly off center.

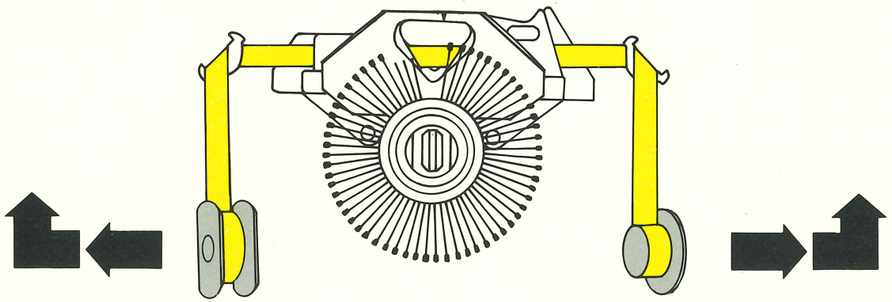


6. Restore PRINT HAMMER.

# Correction Tape: Removing and Inserting

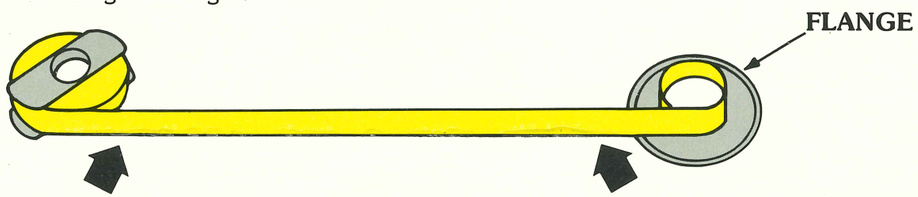
**To remove CORRECTION TAPE:**

1. Pull both spools off spindles.
2. Lift up and out.



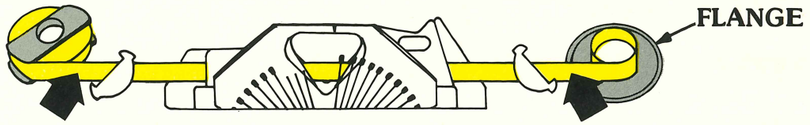
**To insert new CORRECTION TAPE:**

1. Hold round spool in right hand with flange at bottom.
2. Hold other spool in left hand.
3. Hold spools a few inches apart. Press thumbs against ribbon (see arrows) to hold ribbon straight and tight.





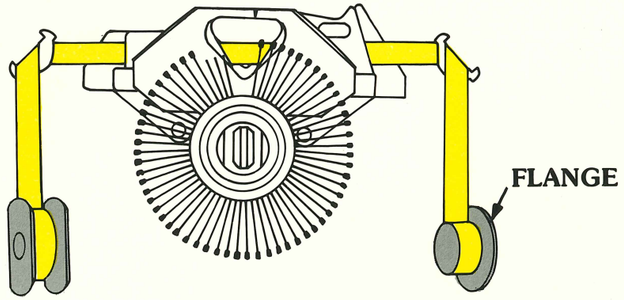

4. Slide ribbon between silver and black metal guides. Use both thumbs to guide ribbon.



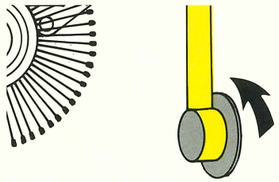

5. Channel ribbon over black plastic guides.

6. Direct ribbon down to spindles without twisting.
   - Ribbon at left must be directed over tension wire.

7. Snap spools into place.
   - Ribbon feeds and winds at back of spools.

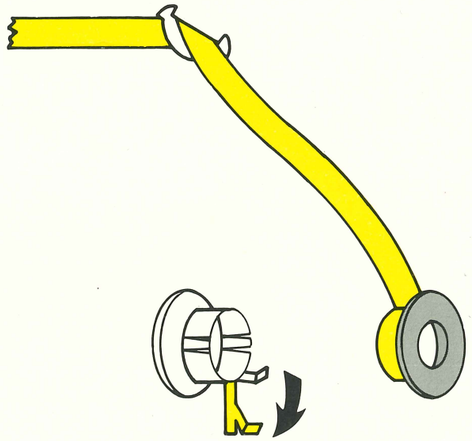



8. Advance right spool clockwise until white section of tape appears.



**To insert a partially used CORRECTION TAPE:**

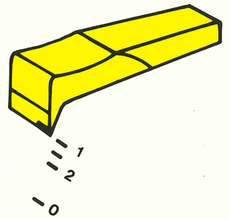
1. Follow the first six steps on the preceding two pages.
2. Snap left spool into place.
3. Push down lever at bottom of right spindle and hold down while right spool is snapped into place.



■ When the CORRECTION TAPE is removed, clean both sets of ribbon guides. See page 32 for instructions.

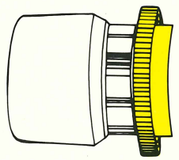


# Operating Features



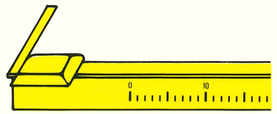

## LINE SPACE SELECTOR AND LINE RETAINER

There are four settings: 1, 1½, 2 and 0. Move selector control up or down to reach desired position. Extra pressure is required to reach "0." The "0" position is for temporary changes of line spacing. When the selector is returned to its original setting, the original typing line is retained.



## VARIABLE LINE SPACER

To raise the fixed typing line, rotate clockwise.
To lower the fixed typing line, rotate counter-clockwise. Operates in increments of less than a thousandth of an inch.

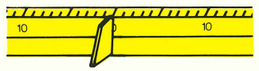


## PAPER BAIL

With the PAPER BAIL resting against the paper, the rollers inside the bail hold the paper in position and help reduce typing noise.

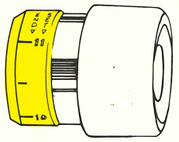
The bail moves away from the platen when the PAPER RELEASE is pulled up and returns when PAPER RELEASE is pushed down. The bail is easily lifted up and away from the paper.

Markings on the PAPER BAIL duplicate markings on the REFERENCE WINDOW. The ▲'s at left and right indicate preset margin settings. The ⇥ markings show the preset tab positions.



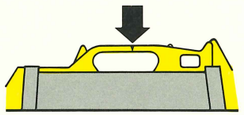

## PAPER FEED ADJUSTMENT GUIDE

For normal typing, the GUIDE is set at "0" on the PAPER SCALE. It may be moved to the left or right for varying sizes of paper or forms.



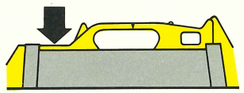
## PAGE GAGE

Measures distance remaining at bottom of page.
Helps keep bottom margins uniform.
Before inserting paper, turn platen until number indicating length of paper shows on gage under SET and aligns with arrow ⬌ on side of typewriter.
As bottom of paper is approached, number under END which aligns with the arrow ⬌, shows inches remaining for bottom margin.



## PRINT POINT INDICATOR

The triangle ▼ appears directly above the point on the paper where next character will print.

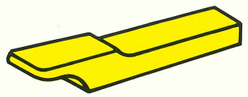


## TYPING LINE INDICATOR

The horizontal edge of the LINE INDICATOR is aligned with the bottom edges of printed characters.

## IMPRESSION CONTROL

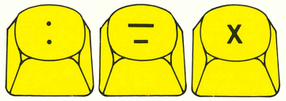
There are five positions ranging from Low to High. For normal conditions, set the control in the middle position. For darker print or more copies, use a higher position. For lighter print, use a lower position.



## PAPER RELEASE

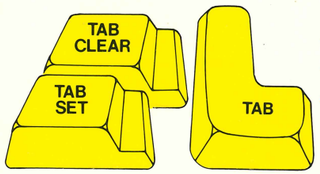
To center, straighten or release tension on paper, pull up.
Push lever down before typing.





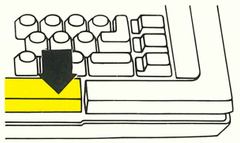

## REPEAT ACTION KEYS

The period, hyphen/underline, and X/x keys automatically repeat with a little extra pressure.




## TAB CLEAR
## TAB SET
## TAB

See pages 13, 14, 15, and 16 for illustrated explanations.

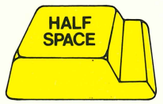


## SPACE BAR

A light touch moves PRINT POINT INDICATOR forward one space.
When held down with a little extra pressure, PRINT POINT INDICATOR glides forward until SPACE BAR is released.

## KEYBOARD: On/Off
## FORMAT: Hold/Release

See page 8 and 9 for an illustration of the optional positions.
With KEYBOARD on Off and FORMAT on Hold, the operating controls and the keyboard are inactivated. Power remains on and TYPETRONIC remembers programmed margins and/or tab settings.




## HALF SPACE

Use to correct errors, insert a character, or make dipthongs.

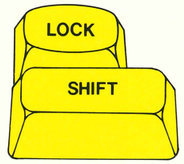
```
I head it.
I heard it.
```

1. Use the correction feature to remove **"head"**.
2. With PRINT POINT INDICATOR pointing to the space after the **"I"**, depress and hold down HALF SPACE while typing **"heard"**.

With HALF SPACE depressed, TYPETRONIC will automatically correct, back space, index or type any character.

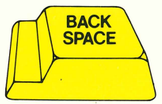
## RETURN

Depress RETURN to line space and to return PRINT POINT INDICATOR to the left margin.




## SHIFT KEY and LOCK

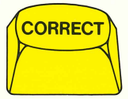
Depress and hold down the left or right SHIFT to type capital letters or characters on the upper half of a key.
Depress LOCK to type a series of capital letters. The LOCK is released by touching either SHIFT key.




## BACK SPACE

A light touch moves PRINT POINT INDICATOR backward one space.
When held down with a little extra pressure, PRINT POINT INDICATOR glides backward until BACK SPACE is released.



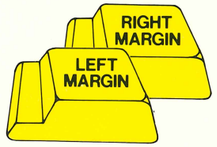



## CORRECT

See pages 10, 11 and 12 for illustrated explanation.

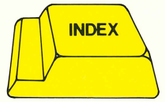
## MARGIN RELEASE

Depress MARGIN RELEASE to back space beyond left margin or to type beyond right margin.




## RIGHT MARGIN
## LEFT MARGIN

See page 7 for illustrated explanation.




## INDEX

Depress INDEX to advance paper or to line space without moving PRINT POINT INDICATOR.

## REFERENCE WINDOW

The scale on the window duplicates the scale on the PAPER BAIL and shows the position of the preset margins ▲ and tabs ⇥ . The red◐marker behind the REFERENCE WINDOW moves with the PRINT POINT INDICATOR.

# Supplies and Maintenance

## CHANGEABLE PRINTWHEELS

A variety of printwheels with different type styles is available for the TYPETRONIC. See an authorized TYPETRONIC dealer or call a Smith-Corona branch office for information.

Printwheel numbers:

| | |
|---|---|
| 400 to 445 | For PICA TYPETRONIC only |
| 446 to 455 | For PICA or ELITE |
| 456 to 499 | For ELITE TYPETRONIC only |

To protect printwheels not in use, store them in the original package.

## RIBBON CASSETTES

TYPETRONIC features the LIFT-RITE™ black carbon film ribbon for unmatched sharpness and clarity. Because the inked surface is transferred to the paper, it can be used only once.

Long life ribbon cassettes are long-lasting, because the ribbon can be reused many times. They are economical for routine typing when the quality of print is less important.

Store ribbon cassettes in their cartons away from excess heat or light.

- The LIFT-RITE™ film ribbon is not recommended for original duplicating masters or negotiable instruments. The long life ribbon is recommended.



## CORRECTION TAPES

TYPETRONIC features the LIFT-RITE™ correction tape. It lifts the LIFT-RITE™ black film ink off the paper and can be used only with the LIFT-RITE™ black carbon film ribbon.

The RE-RITE® correction tape is used with long life ribbon cassettes. It covers the characters to be corrected.

## SERVICE

If the TYPETRONIC needs service, call the dealer from whom it was purchased, or take it to the nearest Smith-Corona Service Center.

## SERIAL NUMBER

For your convenience and protection, make a record of the model and serial numbers. They are located on the inside of the right side frame directly below the platen.

Model number _____.

Serial number _____.

# Cleaning

## RIBBON GUIDES

Periodic cleaning is necessary to remove dirt and ribbon residue.

1. When changing to a new ribbon cassette, fold a 3″ x 5″ index card in half. Insert between the ribbon guides in front of the PRINT POINT INDICATOR. Rub from side to side.
   - If the CORRECTION TAPE should become loose while cleaning, advance right spool clockwise to tighten.
2. After removing a used CORRECTION TAPE, fold a 3″ x 5″ index card in half. Insert between the ribbon guides behind the PRINT POINT INDICATOR. Rub from side to side.

### PRECAUTIONS:

- Do not bend or force the ribbon guides apart.
- Do not fold the index card more than one time.

## PRINTWHEEL

To remove residue, dip the characters into a small container of ethyl or isopropyl alcohol (rubbing alcohol), and wipe with a clean dry cloth. Do not soak the PRINTWHEEL.

## PLATEN

Wipe surface with a clean cloth saturated with ethyl or isopropyl alcohol (rubbing alcohol).

## JACKETING

To clean jackets, keybuttons, or dust cover, sponge with a mild ammonia or soap solution. For stains, wipe with a cloth dipped in ethyl or isopropyl alcohol (rubbing alcohol) before sponging. Do not use household cleaners containing chlorinated compounds.

### PRECAUTIONS:

- Keep all solvents and petroleum distillates (gasoline, kerosene, lighter fluid, etc.) away from plastic parts.
- Keep all cleaning solutions away from electrical components.
- Do not let cleaning solutions splash onto moving parts.



# Exercises

**Several valuable features of the SMITH-CORONA TYPETRONIC will be best understood after brief practice. A few minutes running through the following exercises will increase understanding and save typing time in the future.**

## CORRECTION EXERCISE

there were ~~four~~ five members

Correcting this mistake uses both automatic and manual methods. Also, the steps listed below include one improper instruction that will cause flashing lights and will show how to overcome the error.

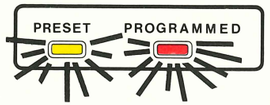
1. Type: there were four members

2. Tap BACKSPACE until PRINT POINT INDICATOR is over the **"r"** in **"four".**

3. Deep depress CORRECT key and hold down until action stops.

Only the **"ur"** was corrected. Why?. Because TYPETRONIC remembers only the last 10 spaces.

4. Deep depress CORRECT key again.
   ***This is an improper instruction so light flashes.***




5. Press SPACE BAR. Light goes out and PRINT POINT INDICATOR moves one space.

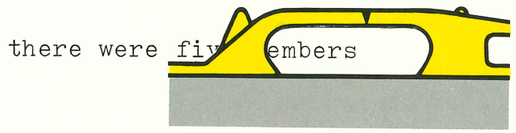
6. Tap BACK SPACE twice so PRINT POINT INDICATOR is over **"o".**

7. Shallow depress CORRECT key. There is no action or movement.

8. Type: **"o".** The correction tape deletes the **"o".**

9. Type: **"ive".**

10. Hold down SPACE BAR to advance PRINT POINT INDICATOR.






## TAB EXERCISE

This exercise provides practice using REPEAT TAB and REVERSE TAB and demonstrates their usefulness.

**Exercise:**

```
January      111
             222
             333
February     222
             333
March        444
             555
```

**Instructions:**

1. Program tabs at 35 and 50.
2. Depress RETURN.
3. Shallow-depress TAB.
4. Type: **January**
5. Shallow-depress TAB.
6. Type: **111**
7. Deep-depress TAB.
8. Type: **222**
9. Deep-depress TAB.
10. Type: **333**
11. Deep-depress TAB.
12. Shallow-depress TAB.
13. Type: **February**
14. Shallow-depress TAB.
15. Type: **222**
16. Deep-depress TAB.
17. Type: **333**
18. Deep-depress TAB.
19. Shallow-depress TAB.
20. Type: **March**
21. Shallow-depress TAB.
22. Type: **444**
23. Deep-depress TAB.
24. Type: **555**

# Safe Operating Recommendations

**The TYPETRONIC typewriter is an electrical device with mechanical moving parts. To avoid unnecessary injury to the operator or damage to the machine, please review the following recommendations:**

1. Be sure that the correct electrical current is used. (Standard United States and Canadian current is 110 to 120 volt, 60Hz alternating current.) Other countries may use different currents. If in doubt, check the electric rating label affixed to the typewriter. The wrong kind of current could cause an electrical short circuit and possible overheating or shocks.

2. Always slide the KEYBOARD switch down to the OFF position before reaching into the area of the ribbon cassette, correction tape, or printwheel.

3. Slide the KEYBOARD switch and FORMAT button down when typing is completed.

4. Never insert metal objects such as screwdrivers, paper clips, nail files, etc. inside a typewriter that is plugged in. An electrical shock may result.

5. Always slide KEYBOARD switch down to OFF and FORMAT button down to RELEASE before attempting to retrieve items which may accidently drop into the typewriter.

6. If the typewriter is accidentally dropped, the jolt may disturb the insulation system. Disconnect the cord from the outlet before picking up the machine to avoid possible shock. Have the machine checked by a qualified service technician before using it again.

7. Do not remove the covers from the typewriter. This should be done only by qualified service technicians.

8. Always have the typewriter serviced by a qualified service technician. Always unplug machine before servicing.

**IMPORTANT NOTE:** Sliding KEYBOARD switch down to OFF only disables the keyboard. Power to the typewriter remains on with the FORMAT button in the up (hold) position. Move the FORMAT button down to the release position to completely turn off power to the typewriter.



# Additional Information

**Warning:** This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. As temporarily permitted by regulation it has not been tested for compliance with the limits for Class A computing devices pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

SCM SMITH-CORONA
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